

## 15 Health and Safety Policy

We aim to provide a healthy and safe environment for all the children, staff and parents. We take action to minimize the spread of infections within the setting, promote good health and remove any hazards.

### Health and safety checks

Opening and closing checks will be undertaken by staff. Staff will carry out health and safety check each morning of the inside and outside areas including kitchen, laundry room and class rooms. Any risks identified will be reported to the management so that the appropriate actions can be taken to eliminate the hazard. This can be escalated to the committee for support.

Fridge temperatures are recorded daily.

**Cathy White and Natasha King** will hold overall responsibility for Health and Safety.

Employees and students will be made aware of Health and Safety during their induction. All employees, students and volunteers have a responsibility to themselves and others to make themselves familiar with the policies and procedures of the setting and report to the manager/deputy any concerns.

COSHH At Summertime we monitor safety and have regard to where and how we store dangerous substances according to COSHH guidance. Dangerous substances will be always stored out of a child's reach and will have a COSHH data sheet which will be kept in COSHH folder in the office. All substances will be clearly labelled and stored in the correct container No substances will ever be transferred into different labelled bottles.

Risk Assessments for each area are completed by the manager annually, the committee are also required to support this process. Risk assessments are stored in the office filing cabinet.

### Paediatric lifting and moving

Staff are encouraged to access on-line training with regards to manual handling. Staff are advised to Bend from the knees and NEVER lift anything they feel may be heavy or they are uncomfortable with.. Large/heavy objects should never be moved alone.

Personal hygiene To prevent the risk of infections within the group Staff maintain and teach the children about hand washing after using the wash rooms and before eating or handling food. Tissues are available and disposed of in a bin after use. Surfaces are cleaned with anti-bac sprays.

Clinical waste/Soiled nappies. Nappies or anything soiled with bodily fluid are put in a nappy sack and then disposed of into the nursery nappy bin containing a yellow bin bag. At the end of the day the yellow bags are placed in the locked yellow bin outside of nursery, this is emptied regularly We have a contract with Initial for the safe disposal of the waste

Laundry and cleaning A safety gate is in place so that children cannot access the laundry area unless accompanied by a member of staff to have their nappy changed.

Any cloths or tea towels will be washed on a hot wash to kill any bacteria.

Mops and cleaning cloths will be washed separately.

Snuggle sacks are washed regularly and clean sheets are used for each child. Non-Bio washing powder will be used for all cot sheets and snuggle sacks. Antibacterial spray will be used to wipe the tables prior to the children using them. Practitioners will use either yellow coloured cloths or kitchen roll Toys are regularly cleaned - a large sterilizing clean is carried out on a regular basis.

Cleaners are employed to ensure all floors, surfaces, handles, kitchen and washroom areas are cleaned thoroughly.

### Cleaning Bodily Fluids

Any spills such as blood vomit and excrement to be wiped up and flushed down the toilet or double wrapped and put into the clinical waste bin. Gloves and aprons are used and disposed of in a nappy bag and placed in the clinical waste bin. Any bodily fluids that meet the nursery floor equipment or surfaces will be cleaned up using the appropriate cleaning materials and toys will be sterilized. Any fabrics will be washed using a hot wash to kill any germs. Any soiled clothing will be placed in a nappy sack and spare clothes are available for the child to wear.

**RIDDOR**

Any major injuries, dangerous occurrences and diseases will be reported to RIDDOR and advice sought. Summertime will log and keep accident reports.

Cathy White  
Manager  
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